Requesting Accommodation Letter:

1) Visit our website https://accessibility.ecu.edu/students/
2) Click “Clockwork Web Portal” on ribbon bar:

3) Next, click “Accommodation Letters” button:

4) Next, click “Accommodations” tab on menu:
5) Once you enter the *Request Accommodations page*, you will select the term of your class and then select the class you need an accommodation letter for and hit “*Request*”.

6) Check the accommodations you are using and check your courses. **Indicate if your accommodations require changes**.
7) Once you have checked your accommodations, courses, and confirmed they were correct, you will then agree to the terms. Check the box and hit submit:

Terms

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you: We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your IP address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics: The Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. Security: The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions when you use the Sites. We follow strict security procedures when filing and using the information you supply, and may request

☐ I agree to the terms outlined above

Cancel Submit

8) Once you have submitted your request, you should receive an email confirmation that your accommodation has been sent to your instructor.